



## **JOB DESCRIPTION**

**\*\*\*SENSITIVE\*\*\***

**Job Title:** Community Health Representative  
**Dept./Division:** Health – Community Nursing  
**Unit:** CHR  
**Job Family/Class:** Community Nursing  
**Supervised By:** CHR Supervisor  
**Employee Type:** Hourly  
**Pay Grade:** 14

### **NATURE OF WORK:**

Under general supervision, incumbent will perform work of routine difficulty providing health services to Yaqui communities through activities that enhance the ability of tribal members to attain and/or maintain optimum health.

### **ESSENTIAL FUNCTIONS:**

- Provide personal care services to individuals and families in their place of residence for the purpose of maintaining health and independence.
- In conjunction with Community Health Nurses, performs health screenings to patients.
- Fill med box with proper medication as prescribed by physician, with proper certification.
- Communicate any concerns regarding patients to the Community Health Representative (CHR) Supervisor and/or Director of Nursing.
- Maintain communication with the CHR Supervisor and Director of Nurses regarding community events that may have potential impact on community health status.
- Provide health education, information and instruction to individuals and families to aid in the elimination of health problems.
- Attend meetings regarding the CHR program and Health related issues; participates in program planning.
- Provide and receive in-service education and other training; monitors clients by performing blood pressure readings, glucose testing, medication levels and general well-being to patients.
- Enter patient data into RPMS system.
- Perform other duties of a similar nature or level as requested by supervisor or director.

### **ESSENTIAL KNOWLEDGE AND SKILLS:**

#### **Knowledge of:**

- Basic health care practices and techniques;
- Community health activities and clinic routines;
- Problems, needs and behavioral health patterns of the disadvantages;
- Community health delivery system;
- Yaqui culture, customs, resources and traditions and/or a willingness to learn.

#### **Skills in & Ability to:**

- Use computers and related software applications;

- Prepare and maintain reports and health records of patient care;
- Proper lifting techniques;
- Use of glucose meters;
- Use of blood pressure cuff and stethoscope;
- Maintain confidentiality;
- Work with individual with various types of personalities and needs;
- Follow written and verbal instruction;
- Operate a variety of office equipment, including a computer and related software applications;
- Good communication and interpersonal skills as applied to interaction with co-workers, supervisor, management, Council members and the general public. Ability to sufficiently exchange or convey information and receive verbal and written work instructions.

**TRAINING AND EXPERIENCE:**

High School Diploma or GED, must be certified as a Nursing Assistant or Medical Assistant plus one (1) year work experience in a health related field; or, an equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

**AND**

- Must be certified as a Community Health Representative or be certified within six months of employment.
- Bilingual in English/Spanish is preferred.

**LICENSING REQUIREMENTS:**

- Must possess and maintain a valid Arizona Driver's license.

**BACKGROUND CHECK:**

- Must have a current Level 1 Arizona Clearance Card. Failure to maintain a current Level 1 Clearance Card will result in removal from this position.
- Must provide at least three (3) business related reference letters.
- Must pass a background check and drug test; fingerprinting requirement determined by funding and sensitivity of position.

*Applicants and employees may be subject to criminal background and character investigation in accordance with applicable federal laws including, but not limited to: Indian Child Protection and Family Violence Prevention Act (25 U.S.C. Section 3201), Minimum Standards of Character and Suitability for Employment (25 CFR 63), Section 231 of the Crime Control Act (P.L. 101-647), and Child Care Worker Employee Background Checks (42 U.S.C Section 13041).*

**TRIBAL VEHICLE USE POLICY NOTICE:**

This position may require the use of personal, GSA or Tribal vehicle for Tribal business. Individuals must be physically capable of operating the vehicles safely, possess a valid driver's license and have an acceptable driving record. Use of a personal vehicle for Tribal business will be prohibited if the employee is not authorized to drive a Tribal vehicle or if the employee does not have personal insurance coverage.

Failure to maintain a driving record that would allow you to drive Tribal or GSA vehicles may result in removal from this position.

**PHYSICAL REQUIREMENTS:**

Positions in this class typically require: finger dexterity, feeling, talking, hearing, seeing and repetitive motions, stooping, kneeling, crouching, reaching, standing, walking, pushing, lifting, climbing, balancing. Incumbents may be subjected to chemicals, oils, bodily fluids and travel.

**Medium Work:** Exerting up to 50 pounds of force occasionally and/or up to 20 pounds of force frequently and/or up to 10 pounds of force constantly to move objects.

*This description is intended to be generic in nature. It is not intended to determine specific duties and responsibilities or restrict management's right to assign or reassign, direct the work of employees under their supervision. Essential functions may vary based on the specific tasks assigned to the position.*

Review and Approved by:

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Department Head and/or Designee

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Date

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H.R. Manager/Classification & Compensation

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Date

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Human Resources Director

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Date